



SACHI A. HAMAI  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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*"To Enrich Lives Through Effective And Caring Service"*

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January 29, 2019

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

12 January 29, 2019

CELIA ZAVALA  
EXECUTIVE OFFICER

### COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)

#### SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by deleting two (2) non-represented classifications; and by reclassifying positions in various County departments.

#### **IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to delete two (2) non-represented classifications; and reclassify 27 positions in the Departments of Board of Supervisors, Child Support Services, Children and Family Services, District Attorney, Health Services, Internal Services, LA County Library, Mental Health, Parks and Recreation, Public Works, Regional Planning, and Registrar-Recorder/County Clerk.

#### PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents

(Attachments A and B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and lateral are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

#### Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of two (2) non-represented classifications, Supervising Operations Assistant II, Sheriff (Item No. 1232), a department-specific classification in the Sheriff's Department and Chief, Employee Relations Commission (Item No. 1107), a department-specific classification in the Board of Supervisors (Attachment A). The affected departments have been informed and concur with this action. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

#### Reclassifications

There are 27 positions in 12 departments being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

#### **Implementation of Strategic Plan Goals**

Approval of the accompanying ordinance will further the County Strategic Plan Goal III – Realize Tomorrow's Government Today. Specifically, it will address Strategy III.3 to Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

#### **FISCAL IMPACT/FINANCING**

The projected budgeted annual cost resulting from the reclassifications recommended is estimated to total \$195,000 (all funds). Net County cost is estimated to be \$39,000. Cost increases associated with upward reclassification actions will be absorbed within the Final Adopted Budget for each affected department. No additional funding is required.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

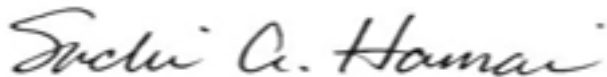
The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

Respectfully submitted,

A handwritten signature in black ink, reading "Sachi A. Hamai". The signature is written in a cursive, flowing style.

SACHI A. HAMAI  
Chief Executive Officer

SAH:JJ:MM:MTK  
PAC:IW:KP:mmg

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Human Resources  
Affected Departments

**ATTACHMENT A**

**NON-REPRESENTED CLASSIFICATIONS  
RECOMMENDED FOR DELETION FROM THE CLASSIFICATION PLAN**

<b>Item No.</b>	<b>Title</b>
1107	Chief, Employee Relations Commission
1232	Supervising Operations Assistant II, Sheriff

**ATTACHMENT B****BOARD OF SUPERVISORS**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Management Secretary III Item No. 2109A NM 90E Non-Represented	1	Secretary, Commission Services Item No. 2159A NM 94D Non-Represented

The subject position provides support to and reports directly to an Assistant Executive Officer, Board of Supervisors (UC). Additionally, this position is responsible for providing secretarial support to the directors of nine distinct County commissions that also report to the Assistant Executive Officer, Board of Supervisors (UC). Management Secretary III positions typically report to a deputy director, but they are not responsible for providing services to County commissions. In contrast, Secretary, Commission Services positions respond to requests from commission directors. Given the level of accountability, the Secretary, Commission Services classification is a more appropriate allocation. Therefore, we recommend upward reclassification to Secretary, Commission Services.

**ATTACHMENT B****CHILD SUPPORT SERVICES**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Information Technology Manager II Item No. 2571A N23 S12 Non-Represented	1	Departmental Chief Information Officer I (UC) Item No. 2579A N23 R13 Non-Represented

The subject position is located in the department's Division of Technology Services and reports to the Chief Deputy Director. The position functions as the Chief Information Officer and is responsible for executing information technology (IT) initiatives identified in the department's strategic plan. The position directly advises executive management of IT issues and trends, proposes new initiatives to reduce costs and streamline procedures, and holds a seat on a statewide committee providing oversight for various child support agencies. Duties include developing and implementing IT policies; improving IT cultural competencies for departmental staff; participating in joint feasibility studies with various departments; working with surrounding counties to replicate an award-winning internally developed Electronic Legal File system; and serving on the California Department of Child Support Governance Board.

Based on the duties of the subject position, the work performed is more consistent with the classification standards of the Departmental Chief Information Officer I (UC). Positions allocable to this class are responsible for a broad scope of IT projects and systems that impact other County departments as well as federal, State, and various outside government agencies. This classification represents the department in meetings with government officials from other jurisdictions, recommends policies, and establishes governance structures. Therefore, we recommend upward reclassification to Departmental Chief Information Officer I (UC).

**ATTACHMENT B****CHILDREN AND FAMILY SERVICES (DCFS)**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Management Secretary III Item No. 2109A NM 90E Non-Represented	1	Management Secretary IV Item No. 2110A NM 92E Non-Represented

The subject position is located in the Bureau of Clinical Resources and Services, Administration (Office of the Medical Director). The position reports and provides secretarial support to the Supervising Mental Health Psychiatrist, who functions as the departmental Medical Director. The Office of the Medical Director provides medical, mental health, developmental, and educational services to children under DCFS supervision.

All classes in the Secretarial Group perform duties composed of similar basic activities and operations. The key distinguishing factor between each class is the level of supervisor served and the size of the section or department served.

Based on the duties and scope of the subject position and level of supervisor served, the work performed is more consistent with the class standards of Management Secretary IV. Therefore, we recommend upward reclassification to Management Secretary IV.

**ATTACHMENT B****DISTRICT ATTORNEY**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
<b>1</b>	Senior Departmental Personnel Assistant Item No. 1843A NM 86A Non-Represented	<b>1</b>	Management Analyst Item No. 1848A NM 92K Non-Represented

The subject Senior Departmental Personnel Assistant position is assigned to the Human Resources Division's Exams Unit and reports to a Senior Departmental Personnel Technician. The position is primarily responsible for conducting civil service examinations including performing job analyses; preparing examination bulletins; creating timelines; preparing interview questions and rating forms; reviewing and accepting or rejecting applications; scheduling, administering, and scoring examinations; and generating certification lists, eligibility lists/registers, and reports of examinations. The position is also responsible for processing and posting vacancy/transfer bulletins in NeoGov and the department's intranet website. In addition, the position is responsible for interpreting and applying the provisions of the Los Angeles County Code and Civil Service Rules, Department of Human Resources' Interpretative Manual and Policies, Procedures and Guidelines, Memoranda of Understanding, and departmental procedures in administering examinations, resolving exam issues, and answering inquiries.

The duties and responsibilities meet the classification standards for Management Analyst. Positions allocable to this class that are assigned in human resources are located in a central administrative department or central administrative office of a line department, report to a higher-level analyst or supervisor, and are responsible for carrying out a variety of analytical and technical assignments. Incumbents conduct examinations by reviewing examination contents, preparing job bulletins, and reviewing and accepting or rejecting applications. Therefore, we recommend upward reclassification to Management Analyst.

**ATTACHMENT B****HEALTH SERVICES – OLIVE VIEW-UCLA MEDICAL CENTER**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Physician Specialist (Non-Megaflex) Obstetrics/Gynecology Item No. 5476A-69 N43 D17 Represented	1	Physician Specialist (Non-Megaflex) Nuclear Medicine Item No. 5476A-68 N43 D20 Represented

The subject position is assigned to the Olive View-UCLA Medical Center, Radiology Department and reports to a Chief Physician I. The position independently directs and coordinates the nuclear medicine services for the inpatient and outpatient clinics. Responsibilities include interpreting diagnostic and therapeutic nuclear imaging studies, Positron Emission Tomography-Computed Tomography and Single Photon Emission Computed Tomography scans; providing technical supervision of therapeutic radio ablation studies; establishing and enforcing radiation protection standards for patients and staff; monitoring the cleanup of radioactive spills or misadministration; providing clinical and technical leadership for a staff of Nuclear Medicine Technologists; and ensuring compliance with State and federal licensing and regulatory requirements related to nuclear medicine.

The duties and responsibilities meet the classification standards for Physician Specialist (Non-Megaflex), Nuclear Medicine, a class responsible for rendering specialized professional medical services in a specific field. Positions allocable to this medical specialty use radioactive tracers to assess bodily functions, and radioactive materials and techniques to diagnose and treat diseases. Therefore, we recommend upward reclassification to Physician Specialist (Non-Megaflex), Nuclear Medicine.

**ATTACHMENT B****INTERNAL SERVICES DEPARTMENT (ISD)**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Account Clerk I Item No. 0577A NMV 69J Represented	1	Intermediate Clerk Item No. 1138A NMV 68F Represented
1	Information Systems Support Analyst II Item No. 2535A N2M 99A Non-Represented	1	Network Systems Administrator I Item No. 2558A NM 96A Represented
1	Secretary III Item No. 2096A NMV 78C Represented	1	Management Secretary III Item No. 2109A NM 90E Non-Represented

The subject Account Clerk I position is currently located in the Computing Services Branch, Operations Division, Resource Management Section and reports to a Section Manager, Information Technology, ISD. The position is responsible for performing specialized clerical work related to the section's activities. Duties include composing email correspondence; ensuring the procurement tracking system is updated and supplies are ordered; identifying, resolving, and negotiating billing issues with vendors by seeking clarification, exploring alternatives, researching bills and usage history, and coordinating outcomes with accounts payable; maintaining records via eCAPS, compiling data using Excel spreadsheets to be used for billing, cost analysis, and record keeping; collecting, reviewing, tabulating procurement requests and purchase orders; searching procurement records and maintaining purchase requests documentation for internal reference; and distributing incoming mail and other pertinent documents to appropriate staff.

Based on the duties and scope of responsibilities of the subject position, the work performed is consistent with the classification standards of Intermediate Clerk. Positions allocable to this class perform specialized clerical duties including processing documents according to established procedures, reviewing documents for completeness and accuracy, and maintaining records requiring specialized knowledge and judgment. Therefore, we recommend downward reclassification to Intermediate Clerk.

## ATTACHMENT B

### **INTERNAL SERVICES DEPARTMENT (ISD) (Continued)**

The subject Information Systems Support Analyst II position is located within the Operations Engineering Section and reports to a Section Manager, Information Technology, ISD. The position is responsible for various network and server administration maintenance and support functions. Duties include providing assistance with analyzing network and system resource utilization for County departments; providing solutions to correct problems affecting network performance; providing support in the evaluation of network performance, capacity planning, and network configuration; providing support for the maintenance of network systems for Departmental Information Security Officers; troubleshooting network performance problems and providing network performance reports and analysis of network data for resolution of customer network issues; and providing network administration functions including installing, configuring, repairing, maintaining, and upgrading hardware and operating systems.

Based on the duties and scope of responsibilities of the subject position, the work performed is more consistent with the classification standards of the Network Systems Administrator I. Positions allocable to this class assist in the daily operations and administration of network and server operating system environments. Incumbents install, configure, troubleshoot, repair, maintain, upgrade, and monitor the performance of networks and servers. Therefore, we recommend downward reclassification to Network Systems Administrator I.

The subject Secretary III position is currently located in the Energy and Environmental Service, Energy Support Services Section. The position will be transferred to the Energy and Environmental Service, Administration Section, where it will report to the Administrative Manager XV, ISD, the General Manager of the Energy and Environmental Service. The General Manager does not have secretarial support. The subject position will be responsible for providing secretarial support to the General Manager. Duties to be performed by the position include maintaining the General Manager's schedule; coordinating appointments; arranging meetings; screening visitors; answering phone calls and emails; evaluating documents submitted to the General Manager; reviewing and revising documents for grammar, spelling, punctuation, and format; and preparing correspondence, notices, meeting minutes, and bulletins.

Based on the duties and scope of responsibilities of the subject position, the work performed is consistent with the classification standards of the Management Secretary III. All classes in the secretarial group are allocated primarily to the level of the supervisor served. Management Secretary III positions act as secretary to a deputy director in a large County department. The subject position performs secretarial duties for the General Manager of the Energy and Environmental Service. General Managers in the Internal Services Department are deputy director level positions. Therefore, we recommend upward reclassification to Management Secretary III.

**ATTACHMENT B****LA COUNTY LIBRARY**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Library Administrator Item No. 8344A N23 S10 Non-Represented	1	Assistant Director, Public Services, Library (UC) Item No. 8361A N23 R14 Non-Represented

The subject position reports directly to the Chief Deputy County Librarian (UC). As a result of a recent departmental reorganization, the increased scope of the position's responsibilities is expanded to oversee the newly created Education and Engagement Branch, which is comprised of the following Divisions: Marketing and Communications, Adult Services, and Youth Services. Duties include directing the work of staff and ensuring department-wide education and community outreach programs and services, and Board initiatives are developed, implemented and coordinated.

The position meets the allocation criteria for Assistant Director, Public Services, Library (UC), which has immediate charge of the Education and Engagement or Public Services Branches of the LA County Library. Therefore, we recommend upward reclassification to Assistant Director, Public Services, Library (UC).

**ATTACHMENT B****MENTAL HEALTH**

No of Pos.	Present Classification	No of Pos.	Classification Findings
Provider Relations Unit			
1	Health Care Financial Analyst Item No. 0672A NM 93L Non-Represented	2	Staff Development Specialist Item No. 1861A NM 93J Non-Represented
1	Mental Health Services Coordinator II Item No. 8149A NM 96G Represented		
Office of the Director, Community and Governmental Relations			
1	Mental Health Services Coordinator II Item No. 8149A NM 96G Represented	1	Training Coordinator, Mental Health Item No. 1865A NM 100J Non-Represented

The subject Health Care Financial Analyst and Mental Health Services Coordinator II positions are assigned to the Provider Relations Unit and report to an Administrative Services Manager I. The subject positions are responsible for the department's directly-operated and contract providers related to financial operations.

The duties of the subject Health Care Financial Analyst position include publishing informational and instructional notices on benefits establishment and financial operations; providing training to directly-operated providers, contracted providers, and clinic staff; coordinating audits of clinic financial and insurance forms and developing corrective action plans; and conducting on-site workflow analysis by shadowing staff and reporting findings to management to identify training gaps and increase business operations.

The duties of the first subject Mental Health Services Coordinator II position include providing formal classroom and remote WebEx/Skype trainings on entering third-party payer and billing information into the Integrated Behavioral Health Information System; developing and updating training materials; generating client Uniform Method of Determining Ability to Pay reports to identify trends and develop informational notices or trainings to address operational deficiencies; conducting workflow analysis of directly-operated programs and providing recommendations to management to address workflow concerns; and providing technical support and instructions to Central Business Office staff, directly-operated providers, and contract providers.

## **ATTACHMENT B**

### **MENTAL HEALTH (Continued)**

The duties and responsibilities of the subject Health Care Financial Analyst and Mental Health Services Coordinator II positions meet the classification criteria for Staff Development Specialist. Positions allocable to this class have responsibility for analyzing training needs, developing, coordinating, and implementing staff development programs in the areas of personnel, management, supervision, clerical, customer service, automated systems, and other departmental programs for all staff of a County department. Therefore, we recommend downward reclassification of these positions to Staff Development Specialist.

The second subject Mental Health Services Coordinator II position reports to a Health Program Analyst III and is assigned to the Office of the Director, Community and Governmental Relations. It is responsible for facilitating the department's cultural competency and spirituality training program. Duties include developing program objectives and parameters; working with various County departments and private entities to develop policies and procedures to address cultural competency; managing contractual agreements with the California Institute of Behavioral Health Solutions and Interfaith Clergy Roundtable program; training directly-operated and contract staff on cultural competency and the integration of spirituality into mental health services; coordinating, translating, and printing of training and presentation materials; and making recommendations on modifications to training or program approaches.

The duties and responsibilities meet the allocation standards for the Training Coordinator, Mental Health, a class which is responsible for developing, coordinating, implementing, and monitoring a comprehensive training program within the Department of Mental Health. Therefore, we recommend upward reclassification to Training Coordinator, Mental Health.

**ATTACHMENT B****PARKS AND RECREATION**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Administrative Assistant III Item No. 0889A NM 92E Represented	1	Management Analyst Item No. 1848A NM 92K Non-Represented

The subject position is located in the Management Services Section of the Budget and Fiscal Services Division. The position is responsible for the investigation of all complaints from the Office of County Investigations (OCI) with duties that include completing investigation of OCI cases; preparing written reports to document facts gathered during the investigative process; consulting with departmental management to recommend corrective actions and discipline; preparing disciplinary letters to affected employees; and attending Skelly meetings as a department representative and testifying on the final administrative action.

Based on the duties and scope of responsibilities of the subject position, the work performed is more consistent with the class standards of the Management Analyst. Positions allocable to this class are responsible for carrying out a variety of analytical and technical assignments within administrative areas that require the use of discretion and care in the handling of confidential and sensitive information used to support management decisions. Therefore, we recommend upward reclassification to Management Analyst.

**ATTACHMENT B****PUBLIC WORKS**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Power Sweeper Operator Item No. 7384A NM 86J Represented	1	Power Equipment Operator Item No. 7374A N2M 88J Represented
1	Secretary III Item No. 2096A NMV 78C Represented	1	Secretary IV Item No. 2097A NMV 80C Represented
6	Senior Departmental Personnel Technician Item No. 1849A NM 96K Non-Represented	6	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented

The subject Power Sweeper Operator position reports to a Road Maintenance Superintendent and operates powered tracklaying tractors and loaders and non-tracklaying equipment used in the construction and maintenance of roads with duties that include operating power equipment such as loaders, backhoes, motor graders, and other equipment in support of maintenance operations; maintaining drainage facilities including: cleaning and flushing drains and culverts, repairing or reconstructing damaged facilities, installing culvert pipes, and constructing concrete, block or sack headwalls; preparing equipment for transport by dismantling assemblies as necessary, and ensuring that equipment is securely fastened down, and in compliance with legal weight or height limits; and driving truck-trailer combinations transporting power equipment exceeding 26,001 pounds gross vehicle weight to worksites.

Based on the duties and scope of responsibilities of the subject position, the work performed is more consistent with the class standards of the Power Equipment Operator. Positions allocable to this class are responsible for operating diesel or gasoline-powered tracklaying tractors and loaders and non-tracklaying equipment used in the construction and maintenance of roads, trails, parks, channels, and related projects. Therefore, we recommend upward reclassification to Power Equipment Operator.

## ATTACHMENT B

### **PUBLIC WORKS (Continued)**

The subject Secretary III position is assigned to the Design Division and provides full-time secretarial support to a Principal Engineer. Based upon the level of the supervisor, size of the department, and the overall scope of responsibility, the position meets the allocation criteria for Secretary IV, a class which provides full-time secretarial assistance to the head of a major division in a large and complex County department. Secretary IV positions are consistent with the secretarial level reporting to Principal Engineers within the department. Therefore, we recommend upward reclassification to Secretary IV.

The subject Senior Departmental Personnel Technician positions independently perform difficult to highly-complex analytical assignments related to classification and compensation, provide comprehensive recommendations to departmental managers on best practices to run their operations efficiently, and lead or supervise lower-level analysts. Based on the duties and scope of responsibilities of the subject positions, the work performed is more consistent with the class standards of the Administrative Services Manager I. Positions allocable to this class are responsible for independently carrying out a full range of difficult-to-complex analytical assignments within one or more administrative functional areas, including classification and compensation. Therefore, we recommend upward reclassification of these positions to Administrative Services Manager I.

### **REGIONAL PLANNING**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Regional Planner Item No. 4430A 97B Represented	1	Senior Regional Planner Item No. 4431A 99B Represented

The subject position reports to a Supervising Regional Planner and provides one-stop planning and zoning services in the Southwest Field Office to a diverse community in collaboration with other County departments such as Public Works, Public Health, Fire, and Parks and Recreation. The subject position also serves as a liaison to the Board Offices in Supervisorial Districts 1, 2 and 4, town councils, and other community groups on complex planning issues and major land development projects.

Based on the scope of responsibilities and the department's current staffing pattern, the subject position meets the allocation criteria for Senior Regional Planner, a class which is responsible for performing the more sophisticated or complex professional planning activities involving the general plan and enforcement of planning regulations and zoning laws. Therefore, we recommend upward reclassification to Senior Regional Planner.

**ATTACHMENT B****REGISTRAR-RECORDER/COUNTY CLERK**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
4	Senior Clerk Item No. 1140A NMV 72L Represented	4	Supervising Clerk Item No. 1174A NMV 72L Represented
1	Systems and Work Measurement Analyst II Item No. 0880A NM 97E Represented	1	Administrative Services Manager I Item No. 1002A NM 99J Non-Represented

Three of the subject Senior Clerk positions report directly to an Intermediate Supervising Clerk and the remaining subject Senior Clerk position reports directly to an Intermediate Supervising Typist-Clerk.

The subject Senior Clerk positions are responsible for planning, assigning, and reviewing the work assignments of staff; providing instructions, technical guidance, and training to staff; evaluating work performances; preparing performance evaluation reports; arranging work schedules; and approving timecards and leave requests.

Based on the duties and scope of responsibilities of the subject Senior Clerk positions, the work performed is more consistent with the class standards of the Supervising Clerk. Positions allocable to this class are responsible for supervising staff and performing a variety of general and specialized clerical work; reviewing work of subordinate staff; providing training to staff; preparing performance evaluations; and preparing work schedules, approving time-off requests and timecards. Therefore, we recommend lateral reclassification of these positions to Supervising Clerk.

## **ATTACHMENT B**

### **REGISTRAR-RECORDER/COUNTY CLERK (Continued)**

The subject Systems and Work Measurement Analyst II position, an obsolete classification, reports directly to an Administrative Services Manager II, and is located in the Archives, Records Management, and Quality Assurance Division, Archives Management Section. The position assists with the preservation and development of the County's historical and archival collection. Duties include conducting Countywide archival surveys to assess historical preservation needs; conducting complex and sensitive research assignments; and, providing guidance and consultation to County departments for archival issues.

Based on the duties and scope of responsibilities of the subject Systems and Work Measurement Analyst II position, the work performed is more consistent with the class standards of Administrative Services Manager I. Positions allocable to this class perform a full range of complex analytical assignments by conducting research, interpreting data, compiling information, and making recommendations. Therefore, we recommend upward reclassification to Administrative Services Manager I.